

Subsidized Guardianship Program Statewide Rollout Fall 2011



CONTACT:

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Background

- In 2005, Wisconsin was granted a federal IV-E waiver demonstration project to implement a SG program in Milwaukee County. *The waiver expired on July 31, 2011.*
- The state budget (Act 32) authorizes SG as an option throughout the state, to be implemented via a IV-E state plan amendment. This will enable the SG program to continue in Milwaukee after the current waiver ends on July 31. The statutory changes are effective July 1st, with statewide implementation beginning on August 1, 2011.
- SG will be available to all counties to pursue in cases where this permanency option may be best suited for the child. Counties would use existing funding provided through the Children and Families Community Aids allocation to fund the SG payments.
- The SG payments to the family would be no more than the foster care payments that the county would pay the family in the absence of the SG program.

Child Eligibility

- ❑ The child has been removed from his or her home pursuant to a voluntary placement agreement under s. 48.63 Wis. Stats., or under a substantially similar tribal law or under a court order containing a finding that continued placement of the child in his or her home would be contrary to the welfare of the child;
- ❑ The child is placed with the prospective guardian for at least 6 consecutive months immediately proceeding the establishment of the guardianship.
- ❑ Reunification and adoption have been determined not to be appropriate permanency options for the child.
 - Placement preferences in accordance with WICWA shall be followed with any proposed permanent option for an Indian child and notice shall be sent to the tribe as required.
 - Tribal traditions shall be considered when choosing permanency options in the best interests of an Indian child.
- ❑ The child demonstrates a strong attachment to the prospective guardian; and
- ❑ If the child is age 14 or older, he or she has been consulted regarding the guardianship agreement.
- ❑ The guardianship is pursuant to s. 48.977 Wis. Stats., or a substantially similar tribal law in Wisconsin.

Siblings

Exception to Child Eligibility

- Siblings of an eligible child may be placed in the same subsidized guardianship arrangement if the department or agency and the relative agree to the appropriateness of the arrangement for the sibling.
- SG payments, as authorized under s. 48.623 (1) Wis. Stats, may be made on behalf siblings under the same agreement



Prospective Guardian Eligibility

- ❑ Guardian must be a relative (as defined by s. 48.02 (15))

OR



- ❑ Have a “like-kin” relationship with the child.
 - “Like-kin” means a person who has a significant emotional relationship with the child or family similar to a familial relationship *prior to the child’s entry into out-of-home care*
 - Examples: godparents, close family friends, a person who is in, or has been in, a committed relationship with a family member, parents or relatives of half-siblings, etc.

Prospective Guardian Eligibility Continued...

The prospective guardian must be:

- ☐ licensed as a foster parent;
- ☐ approved for guardianship;
- ☐ have a strong commitment to permanently caring for the child;
 - ☐ This cannot be the sole reason to depart from Placement Preferences under WICWA
- ☐ a caregiver for the child for 6 consecutive months prior to guardianship; and
- ☐ Prior to being named guardian, enter into the SG Agreement; and
- ☐ Obtain guardianship under s. 48.977 Wis. Stats. or a similar tribal law and the underlying CHIPS, JIPS, or tribal order is vacated.



EXCLUDES

Chapter 54, 880, or
previously existing 48.977
guardianships who were not
included in BMCW
Subsidized Guardianship
Waiver through July 31,
2011.

Case Plan and Request for Guardianship Requirements

Determination of Appropriateness and Eligibility

- The agency, department, or tribe must document in the child's plan how it has been determined the child is appropriate for a subsidized guardianship.
- This is done by completing the Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum DCF-F-2691-E

Determination of Eligibility

- The prospective guardian shall also be provided a copy which includes the page of eligibility determination and the appeals process.
- If a prospective guardian is denied eligibility this form shall also be used to inform them of the denial, reasons why, and their right to appeal the decision.

Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum

Today's Date [Redacted]	Name – Agency [Redacted]		
Name – Child (Last, First, MI) [Redacted]		Birthdate – Child [Redacted]	
Name – Mother (Last, First, MI) [Redacted]	Telephone Number (Home) [Redacted]	Telephone Number (Work) [Redacted]	
Address – Mother (Street, City, State, Zip Code) [Redacted]			
Name – Father (Last, First, MI) [Redacted]	Telephone Number (Home) [Redacted]	Telephone Number (Work) [Redacted]	
Address – Father (Street, City, State, Zip Code) [Redacted]			
CHILD ELIGIBILITY			
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	Has the child been removed from his or her home pursuant to a voluntary placement agreement under s. 48.63 or under a substantially similar tribal law or under a court order containing a finding that continued placement of the child in his or her home would be contrary to the welfare of the child? [Redacted]	
<input type="checkbox"/>	<input type="checkbox"/>	Has reunification and adoption been determined not to be appropriate permanency options for the child?	
		Describe the efforts made to reunify the child and the determination that reunification is not in the child's or Indian child's best interests. [Redacted]	
		Describe the steps taken to determine that adoption is not in the child's or Indian child's best interests and the reasons why adoption is not being pursued. Include the efforts made to discuss adoption with the child's prospective guardian as a more permanent alternative to guardianship and, in the case of a relative foster parent who has chosen not to pursue adoption, documentation of the reasons why. [Redacted]	
		Describe the reasons why a subsidized guardianship arrangement is in the child's or Indian child's best interests. Include the ability of the proposed guardian to manage the relationship and contact with the child's parent(s). [Redacted]	
<input type="checkbox"/>	<input type="checkbox"/>	For an Indian child, have placement preferences in accordance with WICWA been followed including notice sent to the tribe as required? If applicable, describe how the subsidized guardianship meets the requirements for placement preference under s. 48.028(7)(b), Wis. Stats. [Redacted]	
<input type="checkbox"/>	<input type="checkbox"/>	Does the child demonstrate a strong attachment to the prospective guardian? Describe how this has been demonstrated below. [Redacted]	
<input type="checkbox"/>	<input type="checkbox"/>	Has the child been placed with the prospective relative or "like-kin" guardian for at least six consecutive months immediately	

<input type="checkbox"/>	<input type="checkbox"/>	Has the child been placed with the prospective relative or "like-kin" guardian for at least six consecutive months immediately proceeding the establishment of the guardianship?
<input type="checkbox"/>	<input type="checkbox"/>	Is the child age 14 or older and have they been consulted regarding the guardianship agreement? Describe how the child has been consulted below.
<input type="checkbox"/>	<input type="checkbox"/>	Is the proposed guardianship pursuant to s. 48.977, Wis. Stats., or a substantially similar tribal law in Wisconsin?
<input type="checkbox"/>	<input type="checkbox"/>	Is the child placed separate from siblings? If "Yes", describe the reasons for any separation of siblings during placement.
<input type="checkbox"/>	<input type="checkbox"/>	Has the agency discussed the subsidized guardianship arrangement with the child's parent(s)?
		Describe the efforts made by the agency to discuss with the child's parent(s) the subsidized guardianship arrangement, or the reasons why efforts were not made to discuss with the parent(s).
PROSPECTIVE GUARDIAN ELIGIBILITY		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Is the prospective guardian the child's relative as defined by s. 48.02(15), Wis. Stats., or does the prospective guardian have a "like kin" relationship with the child?

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		If so, describe the relationship.
<input type="checkbox"/>	<input type="checkbox"/>	Is the prospective guardian a licensed foster parent?
<input type="checkbox"/>	<input type="checkbox"/>	Does the prospective guardian demonstrate a strong commitment to caring permanently for the child? Describe how this has been demonstrated below.
SIGNATURE – Worker		Date Signed
SIGNATURE – Supervisor		Date Signed



Today's Date [Redacted]	Name – Agency [Redacted]	
Name – Child (Last, First, MI) [Redacted]		Birthdate – Child [Redacted]
Name – Mother (Last, First, MI) [Redacted]	Telephone Number (Home) [Redacted]	Telephone Number (Work) [Redacted]
Address – Mother (Street, City, State, Zip Code) [Redacted]		
Name – Father (Last, First, MI) [Redacted]	Telephone Number (Home) [Redacted]	Telephone Number (Work) [Redacted]
Address – Father (Street, City, State, Zip Code) [Redacted]		

ELIGIBILITY DETERMINATION

- ☐ Child is eligible for the Subsidized Guardianship program.
- ☐ Child / prospective guardian is not eligible for the reasons stated on pages 1 and 2 for the subsidized guardianship program.

APPEALS PROCESS

If you are the prospective guardian and you disagree with this determination, you may request a hearing in writing or in person, within 45 days of the date of this notice. A written request should be sent to: Division of Hearings and Appeals, P.O. Box 7875, Madison, WI 53707. Appeals may be delivered in person to that office at 5005 University Avenue, Room 201, Madison, WI. You should include a short statement about the matter you are appealing and the reason for your appeal.

Court Documents

- Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum DCF-F-2691-E form shall be submitted to the court prior to the Guardianship Hearing with the petition for guardianship.
- The petition for Guardianship must include a request to confirm determinations **and** a request to terminate the CHIPS, JIPS or tribal court order.


Court Findings

- The Court must **confirm** that the determinations of eligibility have been met.
- The CHIPS, JIPS, or tribal court order must be **terminated** as part of the Order for Guardianship.

Maintain Eligibility

- Children in a SG maintains eligibility as if they remained in foster care for:
 - Medicaid Title XIX (Form f-10115) regardless of state of residence
 - WI Shares
 - IL services if guardianship is obtained after the age of 15 ½ and the child has been in OHC for 6 months includes ETV funds.
- Child remains eligible for Adoption Assistance should the child later be adopted.
- Appendix A
 - This must be reviewed & signed with the prospective guardian.

Permanency Options In Brief

	Adoption	Guardianship		
	Ch. DCF 50 Special Needs	Ch. 54	s. 48.977 Wis. Stats – Long- Term Kinship Care	s. 48.977 Wis. Stats. – Subsidized Guardianship
Child Support Referral Required?	No.	No.	Yes.	Yes.
WI Shares Income Eligibility Depends on?	Adoptive Parents Income.	Guardians Income.	Guardians Income.	Child's Parents Income.
Monthly Payment Based on?	The Uniform Foster Care Rate Setting: DCF 56 and 50	NA	\$220 as stated in Ch. DCF 58 Kinship Care	The Uniform Foster Care Rate Setting policy.
Amendment to Monthly Payment to Increase based on Child's Needs?	An amendment may be made one year after determination or redetermination	No.	No.	Yes an amendment may be made one year after determination or redetermination.
Annual Review Process?	Only on amendment increases.	No.	Yes.	Yes.

Annual Review Process?	Only on amendment increases.	No.	Yes.	Yes.
Payment Follows the child and responsible person out-of-state?	Yes.	NA	No.	Yes.
Guardian Retains Eligibility for Adoption Assistance if later decides to adopt the child?	NA	No.	No.	Yes.
Requirement to notify the agency or department if there is a change in circumstance?	Yes.	No.	Yes.	Yes.
Responsible for monitoring contact with the child's parents and biological family?	Yes.	Yes.	Yes.	Yes.
Child retains eligibility for Title XIX?	If the child qualifies for special needs according to DCF 50.	No.	Yes.	Yes.
Does a child who finds permanence after age 15 1/2 retain eligibility for IL services such as ETV funds?	Yes.	No.	Yes.	Yes.

SG Agreement

- When a child is believed to be eligible for SG, the case worker must discuss the program with the family and prospective guardian.
- The SG Agreement (CFS-2365) must be prepared, reviewed with the prospective guardian, and signed prior to the Court entering the Guardianship Order.

Subsidized Guardianship Agreement

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

The following agreement has been entered into by and between the county or the Wisconsin Department of Children and Families, Division of Safety and Permanence (hereinafter called the "department"), and

Name – Guardian 1 (First, Middle Initial, Last)		Name – Guardian 2 (First, Middle Initial, Last)

(hereinafter called the "guardian(s)"), for the purpose of facilitating the guardianship of

	(hereinafter called the "child"),
Birth Name – Child (First, Middle Initial, Last)	

born on		and to aid the guardian(s) in providing proper care for the child.
	(mm/dd/yyyy)	

☐ This document is the initial subsidized guardianship agreement. The guardian(s) agree that he / she / they intend to enter a guardianship for the child named above and have signed this document for the purposes of receiving subsidized guardianship payments and services for the child under Titles XIX and XX of the Social Security Act from the time of placement prior to being named as guardian(s) for the child.

☐ This document replaces the initial subsidized guardianship agreement signed. It represents a redetermination of the subsidized guardianship payment.

☐ This document is the initial subsidized guardianship agreement. The Order of the guardianship for the child named above has already occurred. The Department of Hearings and Appeals has ordered the agency or department to provide subsidized guardianship payments and services for the child under Titles XIX and XX of the Social Security Act from the date indicated on the Order. A copy of the Order issued by the Division of Hearings and Appeals is attached to this agreement.

☐ This document replaces the initial subsidized guardianship agreement. The establishment of the guardianship for the child named above has already occurred. The Division of Hearings and Appeals has ordered the agency or department to provide a subsidized guardianship payment other than the amount indicated on the original Subsidized Guardianship Agreement from the date indicated on the Order. A copy of the Order issued by the Division of Hearings and Appeals is attached to this agreement.

PROVISIONS OF AGREEMENT

I. Assistance

A. Monthly Subsidized Guardianship Payment

The amount of the monthly subsidized guardianship payment shall total \$ per month.

Monthly Payment Determination

- Shall be considered individually in computing the monthly payment amount which shall be based on the Uniform Foster Care Rates specified in s. 48.62 (4), Stats. and the difficulty of care levels specified in Ch. DCF 56.23. and the Uniform Foster Care Rate Setting Policy Section XII. (See Appendix B)
- UFCR Total Equals the Sum of the:
 - Basic Rate = the amount based on the age of the child at time of the SG Agreement being signed.
 - Supplemental Rate = based on the Child's Identified Needs rated a "2" or "3" from the CANS tool (*Algorithm Handout*).
 - Exceptional Rate = qualifying needs.

SUPPLEMENTAL POINT CALCULATIONS – Subsidized Guardianship Payments

ALGORITHM

CHILD AND ADOLESCENT NEEDS AND STRENGTHS (CANS) 5 - 17

Name – Child/Youth			DOB	Court File Number
Effective Date	Age at Time of Assessment	Assessment Type	Current Caregiver	

TRAUMA	0	1	2	3
Sexual Abuse	○	○	○	○
a. Emotional Closeness to Perpetrator	○	○	○	○
b. Frequency of Abuse	○	○	○	○
c. Duration	○	○	○	○
d. Force	○	○	○	○
e. Reaction to Disclosure	○	○	○	○
Physical Abuse	○	○	○	○
Neglect	○	○	○	○
Emotional Abuse	○	○	○	○
Medical Trauma	○	○	○	○
Natural Disaster	○	○	○	○
Witness to Family Violence	○	○	○	○
Witness to Community Violence	○	○	○	○
Witness/Victim - Criminal Acts	○	○	○	○
Adjustment to Trauma	0	1	2	3
Adjustment to Trauma	○	○	○	○
Traumatic Grief/Separation	○	○	○	○
Intrusions	○	○	○	○
Attachment	○	○	○	○
Dissociation	○	○	○	○

LIFE FUNCTIONING	0	1	2	3
Family – Nuclear	○	○	○	○
Family – Extended	○	○	○	○
Living Situation	○	○	○	○
Developmental	○	○	○	○
a. Cognitive	○	○	○	○
b. Autism Spectrum	○	○	○	○
c. Communication	○	○	○	○
d. Self Care/Daily Living	○	○	○	○
Medical	○	○	○	○
a. Life Threat	○	○	○	○
b. Chronicity	○	○	○	○
c. Diagnostic Complexity	○	○	○	○

SCHOOL	0	1	2	3
Attendance	○	○	○	○
Behavior	○	○	○	○
Achievement	○	○	○	○
Relation with Teachers	○	○	○	○

CHILD/YOUTH & FAMILY ACCULTURATION	0	1	2	3
Language	○	○	○	○
Identity	○	○	○	○
Ritual	○	○	○	○
Cultural Stress	○	○	○	○
Knowledge Congruence	○	○	○	○
Help seeking Congruence	○	○	○	○
Expression of Distress	○	○	○	○

CHILD/YOUTH BEHAVIORAL/EMOTIONAL NEEDS	0	1	2	3
Psychosis	○	○	○	○
Impulse/Hyperactivity	○	○	○	○
Depression	○	○	○	○
Anxiety	○	○	○	○
Oppositional	○	○	○	○
Conduct	○	○	○	○
Anger Control	○	○	○	○
Substance Use	○	○	○	○
Somatization	○	○	○	○
Behavioral Regression	○	○	○	○
Affect Dysregulation	○	○	○	○

CHILD/YOUTH RISK BEHAVIORS	0	1	2	3
Suicide Risk	○	○	○	○
Self Injurious Behavior	○	○	○	○

SG Payment Amendments

- The monthly subsidized guardianship payment may be amended at a later date, except that no increase shall be made prior to 12 months from the original agreement or a prior rate determination.
- Only the Supplemental portion of the rate may be adjusted.
 - This portion of the rate may increase from the original guardianship assistance payment amount, but may not decrease below the original amount.
- Any amendment that increases the monthly subsidized guardianship amount shall be reviewed on an annual basis to assess the continued needs of the child.
- This portion of the rate may decrease from an amended rate if upon the annual review of the increased rate it is determined the child no longer has that need.
- The guardian shall be provided written notice of a decreased guardianship assistance payment and the right to appeal that decision.

Continued Eligibility after age 18

- Payments may continue:
 - Up to age 19 if the child is enrolled full-time in a high school program or an equivalent educational program or
 - Up to age 21 if the eligible child is a full-time student in high school or the equivalent and the department or agency determines that the eligible child has a mental or physical handicap which warrants the continuation of assistance under 42 USC 673, the eligible child is not eligible for other benefits such as supplementary social security income and the eligible child otherwise lacks adequate resources to continue in high school or the equivalent.

Interim Caretaker

SG Payment Continuation Interim Caretaker

In the event of the guardian's death, incapacitation, or the termination of the guardianship payment may continue to an interim caretaker if:

- If the county department or department knows or has reason to know that the child is an Indian child, the agency or department must provide notice of the Indian child's placement in the home of the interim caretaker to the Indian child's parent, Indian custodian, and tribe, and determine that the home of the interim caretaker complies with the order of placement preferences in s. 48.028(7)(b), Wis. Stats., unless good cause as described in s. 48.028(7)(e) Wis. Stats., is found for departing from that order.
- The placement with the interim caretaker must be in the child's best interests, or Indian child's best interests in accordance with Wis. Stats. s. 48.01(2). The interim caretaker must meet safety requirements and the placement must be approved as being in the child's best interest by the public child welfare agency responsible for the guardianship agreement with the intent that the new caretaker seek to become the guardian or adoptive parent of the child or assists in locating a permanent resource for the child in accordance with Wis. Stats. s. 48.01(2).
- At a minimum, the agency or department must complete and the interim caretaker must agree to the following in order to approve an interim caretaker:
 - Complete background checks as established under ch. 48 and the determination that the individuals meet the requirements in s. 48.685 Wis. Stats.;
 - Have a review of the physical plant of the home by the approving agency; and
 - Have a safety assessment of the placement.
- Payments may be continued for a maximum of 12 months to allow time to assess the stability of the placement and to complete necessary legal proceedings, unless the placement is with the child's parents.

SG Payment Continuation Interim Caretaker Denials

- The county or department shall provide the Division of Safety and Permanence with a Negative Action Notice (DCF-F-CFS2191) when a decision to deny permission for a child to reside with an interim caretaker for a reason specified in s. 48.685 (4m)(a) 1. to 5. or (b)1. to 5. Wis. Stats.
- Parents of a child are not eligible to be subsidized as interim caretakers or subsidized guardians for a child.
- In the event that a subsidized guardianship arrangement ends due to the death or incapacity of the guardian, or the transition to a new guardian is unclear or not possible, court jurisdiction over the child must be re-established and the child shall re-enter out-of-home care. Any new prospective guardian must meet the eligibility requirements stated earlier.



Suspension or Termination of Payment

Suspension or Discontinuance - SG Payment

- The agency or department shall terminate a subsidized guardianship agreement if the following conditions exist:
 - The terms of the agreement have been reached, the child is now an adult.
 - The guardian has requested a termination of the subsidized guardianship agreement.
 - The guardianship is vacated.
 - Upon the child's 18th birthday, unless the child remains a full-time student in high school or an equivalent educational program and the child is expected to graduate by his/her 19th birthday.
 - Cessation of legal responsibility of the guardian(s) for the child.
 - A determination that the child is no longer receiving support from the guardian(s).
 - The agency or department having guardianship of the child removes the child from the prospective guardian(s) prior to the establishment of the guardianship.
 - The guardian fails to respond to the annual review questionnaire.

Suspension or Discontinuance - SG Payment Continued...

- The guardian must receive a written notice to terminate the subsidized guardianship agreement 15 days prior to the end of the payment, unless the child is no longer living with the guardian. This notice shall include the process to appeal the decision to terminate or suspend the agreement. A termination of the agreement for payment does not terminate a guardianship that has been established by a court.
- Agencies shall make a form available to be used to provide notification of the termination or suspension of a subsidized guardianship payment.
- If the guardian appeals a decision to terminate a subsidized guardianship payment within 10 days of the date of the notice to end the payment, then the agency must continue to make the payment until a decision is made by the Division of Hearings and Appeals.
- Payment may be reinstated if the agency or department receives verification that the reasons for the suspension of the subsidized guardianship payment no longer exist, such as a completed annual review questionnaire documenting the child's continued eligibility or that the guardian has regained legal responsibility for the child.

Examples when Guardian may no longer be responsible for the child include:

- Upon the child's death, marriage, or entry into the military.
- Upon the death of the guardian in a single parent family or the death of both guardians in a two-parent family.
- A decision is made by the agency, department, court, or similar agency in Wisconsin or another state to remove the child from the guardian's care and place the child into out-of-home care for either child protection, juvenile justice, or mental health reasons.
- The child is no longer living with the guardian.

Annual Review

Annual Questionnaire

- The agency or department shall send out an annual review questionnaire to verify continued eligibility. The guardian shall return the completed annual review questionnaire within 30 days of receipt in order to continue to qualify for subsidized guardianship payment.
- The annual review questionnaire must be documented using the form created by the department. The annual review questionnaire shall include questions related to the child's or guardian's continued eligibility for a subsidized guardianship payment. The review forms shall be sent to the guardian receiving a subsidized guardianship payment 60 days prior to the annual review date with a second notice sent at 30 days if the agency has not yet received the review form back. Upon receipt of the annual review form from the guardian, the agency shall document in the child's electronic case record the receipt and continued eligibility of the child.
- The agency or department shall make the Annual Review form available to guardians for their use in informing the agency or department of status changes to the child's or guardian's eligibility at the time the subsidized guardianship agreement is signed.

Payment Suspension or Termination

- Upon receipt of the annual review the agency shall terminate payments immediately when the agency is notified that either the child or guardian no longer meets eligibility criteria.
- Upon failure of the guardian to return the annual review questionnaire during the 60 day time period, the agency shall provide notice to the guardian that payments will be suspended immediately until the agency receives information confirming the continued eligibility of the child and guardians for subsidized guardianship payments.

Appeals

Appeals of Decisions

1. A denial of eligibility or a payment determination in the SG agreement,
 2. A decision to deny an adjustment to the subsidized guardianship payment, or
 3. A decision to decrease or terminate a subsidized guardianship payment.
- Appeals must be made in writing to the Division of Hearings and Appeals within **45 days of the date of the notice** to deny eligibility, deny the adjustment to payment or the decision to terminate payments. An appeal requested shall be filed not more than 45 days after the date of the notice of the decision. An appeal shall be considered filed if received by the division of hearings and appeals not more than 45 days after the date of notification of the decision. An appeal or review requested more than 45 days after that date shall be denied.
 - The **deadline for an appeal and the address** to the Division of Hearings and Appeals **must be provided** to the prospective or current guardian of the child **in any written correspondence conveying the decision** of the agency or department to terminate or deny a subsidized guardianship payment.
 - The address to send an appeal is:

Division of Hearings and Appeals
P.O. Box 7875
Madison, Wisconsin 53707

Releases for eWiSACWIS involving SG

- *Currently Available:*
 - Ability to open a Subsidized Guardianship case,
 - Subsidized Guardianship Agreement form,
 - Notice of Decision on Subsidized Guardianship Eligibility Status After Age 18, and
 - Decision on Subsidized Guardianship Eligibility Status After Age 18.
 - *The How Do I Guide is attached at the end of the memo.*
- *October Release will include:*
 - Automation of the Rate Setting Process,
 - Scanning capacity for required documentation, and
- *February Release will include:*
 - Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum.
 - Annual Review Questionnaire and
 - Amendment process and related forms.

Note: No case is eligible for an Annual Review or a Payment Amendment until a year from the date of the agreement or effect of the new law for existing cases in Milwaukee. The forms for both of these processes will be developed and issued prior to the February release.

Required Documentation in eWiSACWIS

- In order to create the SG case type in eWiSACWIS you are required to scan in the following documents:
 - A signed copy of the Subsidized Guardianship Agreement (DCF-F-CFS2365-E).
 - Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum (DCF-F-2691-E).
 - Badgercare Plus/Medicaid Health Insurance Information (F-10115).
 - The rate setting completed for the agreement, until the ability to complete in ewisacwis is automated.
 - A copy of the Order for Guardianship.
 - A copy of the initial Court Order placing the child in out-of-home care.

Payments

- Agencies may use the CYF allocations to make SG payments.
- SG cases may be Title IV-E Eligible.
- DCF will process Title IV-E reimbursement based on required documentation in eWiSACWIS.
- The cases do have the potential to be pulled in future Title IV-E audits.



Questions ?